

CONFIDENTIAL

13 NOV 1968

MEMORANDUM FOR: Chief, Plans & Analysis Division

SUBJECT : Proposed Revised Fitness Reporting System

Jim:

Attached is your proposed draft to the Executive Director-Comptroller concerning the Clandestine Services' suggestion to change the existing Fitness Reporting System.

The draft has been reviewed by Messrs. Wattles and [REDACTED] and they are generally in agreement with your paper with one exception. The exception concerns how we handle the definition of the word "Adequate". Our present definition of the word "Adequate" as contained in Section B states: 25X1A9a

"Performance meets all requirements. It is entirely satisfactory and is characterized by neither deficiency nor excellence."

I think to most of us the use of "Adequate" is a nice way of getting across to the employee as well as any other reader of the Fitness Report that this employee has not reached the full level of satisfactory performance and in fact does, in most instances, have deficiencies which should be corrected. In order to make this rating more meaningful and useful as a personnel management tool, we would suggest that the definition of "Adequate" be changed to the following:

"Performance meets most requirements. It is satisfactory and is characterized by neither serious deficiency nor excellence."

This makes a clearer distinction between "Adequate" and "Proficient" while at the same time not requiring the rater to rate as "Weak" an employee whose performance necessitates remedial action to reach a fully satisfactory level of performance.

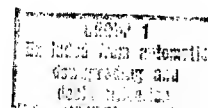
Please incorporate the above philosophy and changes into your paper where you believe appropriate.

[REDACTED]
Assistant Executive Officer
Office of Personnel

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Att.

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TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Pers/PTC		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Re: Fitness Report Draft of Recommendations to Exec-Diz with TABs for your review before putting in final form. NO DDS & not yet.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted] C/PAD/DP			4 Nov
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